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16 Sept 1968

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MEMORANDUM FOR:

DDP/RMO

SUBJECT : Review of Proposed DDP Records Administration
Issuances

1. As you requested we reviewed the following proposed DDP records administration issuances:

- a. Desentizing KAPOK and RYBAT Documents.
- b. Destruction of CS Record Documents.
- c. Index Card Correction and Destruction Procedure.
- d. 201 Consolidations
- e. General Schedule for The Organization and Disposition of Headquarters Records - Attachment to a proposed instruction on Organization and Disposition of Headquarters Records which was reviewed previously.

2. We have only a few editorial suggestions to submit for some of the drafts. I find the approach you are taking toward a complete DDP Records Administration Program most encouraging, and see in the drafted issuances that the DDP Program offers no conflict, but rather coincides with our efforts to establish a total Records Program in the Agency. The development of a DDP General Records Control Schedule is a commendable effort and provides an excellent basis upon which to develop a DDP Records Retention Plan along the lines I have already discussed with you and members of your Staff. You may wish to review your DDP Records Program issuances for consistency with the content of the Retention Plan as your Staff is developing it.

3. We have found these coordination drafts have helped us better understand the DDP Records Program problems. As I mentioned to you in my recent visit we found it necessary to withhold comment on earlier drafts of proposed issuances because of their influence on the subsequent issuances you were developing for your Program. We found some

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| GROUP 1 Excluded from automatic downgrading and declassification |
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of our early questions were answered in later issuances. At the last meeting of the Records Management Board [redacted] advised me you were ready to close the coordination and publish your instructions, therefore, we too will close out our study and submit for your consideration our comments which are primarily editorial in nature.

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CIA Records Administration Officer

*4 Attachments
As indicated in Para 1*

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